

**Computers
Mrs. Cornell**

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Congratulations and welcome! You have been selected as a student to our Computer Class. As part of this class, you will be working on your own and together as a team to:

- Type or keyboard with good technique, accuracy, and speed
- Develop skills using Word, Excel, PowerPoint, Paint, and Publisher and other programs
- Stay safe and legal when using computers
- Understand and become an active participant in Web 2.0

Classroom Rules / Expectations

1. Respect yourself, others, and the equipment.
2. Recognize the importance of conducting yourself honorably, professionally, and in a manner that reflect the standards of a Linden Middle School student.
3. Be ready to work when the bell rings
4. Bring all needed materials to class.
5. Be sensitive to how you may be perceived by your peers. Be courteous while others are talking and raise your hand if you want to contribute to the discussion.
6. Do not change setting or otherwise tamper with the computer and/or cameras
7. Do not allow any non-computer student to handle and/or use equipment
8. Complete all class work and deadlines on time.

Grading Policy

Grades will be based on participation, class assignments, projects and quizzes. If you do your best, it will be reflected in your grade!